

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

August 16, 2005

SUBJECT: OBTAINING ADDITIONAL SECRET SERVICE FUNDS FOR OTHER THAN WITNESS PROTECTION - REVISED

PURPOSE: The procedures for the use of secret service funds for other than witness protection are clearly delineated in Department Manual Section 3/355.10. Within this manual section, the process of obtaining additional funds is addressed. A recent Department reorganization necessitates that the Chief of Staff (COS) be included in the approval cycle when additional funds are needed. This Order delineates the COS as the final approving entity and outlines the procedures to follow when requesting additional secret service funds during a criminal investigation.

PROCEDURE: The conditions required for obtaining additional secret service funds during a criminal investigation remain in effect. When additional secret service funds are necessary, the requesting entity shall:

- * Complete an Intradepartmental Correspondence, Form 15.2, from the commanding officer to the Chief of Staff, which describes in detail the purpose and need for the additional funds; and,
- * Ensure that the Form 15.2 includes a signature block for both the Director, Office of Operations (OO) and the COS, as well as any special circumstances pertaining to the investigation (e.g., the possibility and manner of reimbursement). Confidential information that would compromise the investigation shall not be included in the request.

Note: If appropriate, a fact sheet may accompany the Form 15.2.

Upon completion of the Form 15.2 by the requesting commanding officer, the Form shall be distributed as follows:

- * Submit the Form 15.2 to the appropriate bureau commanding officer for review;
- * After review and approval, the bureau commanding officer shall forward the Form 15.2 to the Director, OO;
- * After review and approval, the Director, OO, shall forward the request to the COS; and,

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- * The COS will conduct the final review of the request and if approved, additional funds will be made available from the Office of the Chief of Police Reserve Fund.

AMENDMENT: This Order amends Manual Section 3/355.10.

AUDIT RESPONSIBILITY: The COS shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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